

The Kolkata Municipal Corporation  
Central Municipal Office Buildings  
Office of the Finance & Accounts Department  
5, S. N. Banerjee Road, Kolkata – 700013

**CMF&A's Communique No. 03 of 2022-23, Dated: 15/09/2022**

**Sub: Earnest Money Deposit of previous years**

Many cases are being referred to Finance & Accounts Department where the earnest money for E-tender is deposited on previous years but the department is sending the requisition for generation of Treasury receipt in the subsequent years. The existing Treasury system allows generation of T.R. only when the payment settlement date and T.R. generation date are in the same financial years. Though it is an error on the part of the departments to not generate the T.R. within the same financial year, the agencies are facing trouble in getting back the RM/SD even after completion of the defect liability period. This is creating discontentment among the agencies.

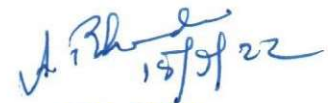
All Controlling Officers are hereby requested to inform to the undersigned about the particulars of cases upto 31/03/2022 against which no T.R. has been generated.

The comprehensive report should include party code, party name, PAN, address, narration of work, EMD amount, E-tender reference number, E-tender ID, settlement date along with the individual fund settlement report from E-tender portal.

A 15 (fifteen) days time may be taken by all departments to complete the whole process. No further request will be entertained later on.

This will be a one-time exercise and henceforth departments should strictly follow the existing system of generation of T.R. in the same financial year as that of payment settlement date.

This may kindly be treated as extremely urgent.



.....  
C.M.F.&A  
K.M.C

CMF&A

**Copy to :**

1. OSD to Hon'ble Mayor & Dy. Mayor
2. PA to MC & Spl. MC
3. Mpl. Secretary
4. CMA
5. All Controlling Officers
6. All HODs

